

Seyfarth
AT WORK

Self-Audit Checklist for Remote Management Success

Identify your managers' possible skill gaps when supervising work-from-home (WFH) employees



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DO ALL OF OUR MANAGERS/SUPERVISORS:	YES	NO	SOME-TIMES
Employ best practices that build and maintain WFH employee trust, accountability and performance/productivity?			
Clarify and confirm understanding of all performance expectations for WFH team members?			
Elicit employee goals, preferences, and approaches that define each individual's remote work styles. Then, establish team protocols that take into account these styles while also ensuring baseline consistency?			
Identify critical compliance risk factors related to remote management/working-from-home and take steps to prevent and respond to them?			
Create a shared vision and set of values, as well as "perceived proximity" among those on the team, even when physical proximity is missing?			
Clearly and flexibly communicate via remote/virtual technologies to maximize performance results?			
Effectively check-in on team members' progress at the appropriate intervals?			
Identify when email, video communication or phone call is best/safest for specific employee communications?			
Ensure that domestic employee WFH distractions are limited, without crossing legal lines?			

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DO ALL OF OUR MANAGERS/SUPERVISORS:	YES	NO	SOME-TIMES
Safely assess how far to go in the moment to assist employees juggling working from home with caregiving responsibilities?			
Lead virtual/video group meetings with engaging impact and confidence?			
Determine when it is best to call vs. electronically communicate with an employee/another supervisor/ Human Resources?			
Respond to and encourage employees who are less comfortable engaging virtually?			
Bridge individual employee technology gaps — or employee knows where to seek appropriate assistance to do so?			
Safely identify, respond to, and report potential online/ cyber harassment & bullying risks?			
Confidently and safely deal with WFH team member dress code issues?			
Identify WFH leave and accommodation “red flag triggers” and understand how best to respond/take next steps?			
Interview and assess job (and promotion) candidates remotely?			
Consistently document and communicate performance issues and management decisions for WFH team members and organizational records?			
Know when to escalate issues/reach out for help with WFH employee-related issues?			

To see Seyfarth at Work’s remote management course description, please [click here](#).